

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ACCOUNTING ASSISTANT

JOB DESCRIPTION

Employees in this job receive, sort, correct, and reconcile a wide variety of accounting documents such as invoices, payment vouchers, and departmental billings; post data to appropriate accounts, review and code financial information, disburse funds, make deposits and prepare financial reports; and/or compile and check information for accuracy, process information, and maintain records. Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software and/or complex computer systems such as the Michigan Administrative Information Network Financial Administration and Control System (MAIN FACS).

There are four classifications in this job.

Position Code Title – Accounting Assistant-E

Accounting Assistant 5

This is the entry level. The employee performs a range of accounting assistant support assignments while learning the methods, processes and procedures of the work.

Accounting Assistant 6

This is the intermediate level. The employee performs a range of accounting assistant support assignments in a developing capacity.

Accounting Assistant E7

This is the experienced level. The employee receives general supervision while performing the full range of accounting assistant support assignments. Judgment is used in making decisions where established policies and procedures determine alternatives.

Position Code Title – Accounting Assistant-A

Accounting Assistant 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others, or as a senior worker. Senior level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Receives vendor invoices and statements.

Inputs, updates, and/or retrieves accounting data from computer systems.

Calculates rates paid for purchases and all price extensions.

Reads, understands, and applies current accounting guidelines, system updates and revisions, and policy changes.

Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.

Performs data entry for billings and vouchers according to specific instructions.

Posts financial data to appropriate accounts in an automated accounting system, according to instructions.

Reviews on-line transactions for changes and accuracy and corrects errors as necessary.

Accesses automated accounting reports system, selects appropriate report among numerous versions, and prints reports as required.

Proofreads and corrects accounts, bills, checks, vouchers or charges for accuracy and completeness of information and prepares entries to correct errors found.

Sorts, codes and assigns classification numbers to data and/or other informational material.

Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions.

Endorses drafts or money orders, prepares account deposit ticket, and deposits money as directed.

Operates manually, electrically, and/or electronically controlled standard office equipment.

Manually files and/or removes records and reports according to instructions.

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Participates in training classes for a computer system.

Provides information to other employees and/or the public.

Performs related work as assigned.

Additional Job Duties

Accounting Assistant E7

Determines and assembles data in order to prepare monthly reports and approve expenditures.

Reconciles transactions, financial data, and other information to an automated accounting system.

Pre-audits, verifies, and processes employee expense claims reviewing all travel rates and rules for employee compliance.

Designs, prepares, and maintains spreadsheets using basic arithmetic calculations.

Makes adjustments to ensure financial transactions are properly balanced.

Reviews new procedures, manuals, and system enhancements and evaluates their impact to the work area.

Composes routine letters and reports using instructions or guidelines of the specific work area.

Inventories office support supply stock, determines needs, prepares and submits orders electronically to departmental authority for subsequent purchase.

Explains appropriate work instructions to other employees as required.

Resolves work related problems within established guidelines.

Accounting Assistant 8 (Senior Worker)

Regularly performs the most complex and difficult accounting assistant assignments in the work area, which are identified by the agency and recognized by Civil Service as more complex than those assigned at the experienced-level.

OR

Processes both primary areas of accounting assistant work in the Michigan Administrative Information Network (MAIN); i.e., both accounting (R*STARS) and procurement (ADPICS). In order to satisfy this concept the position must be

responsible to perform a majority of the support activities comprising R*STARS and ADPICS.

OR

Serves as a recognized resource position as defined in the Equitable Classification Plan, *Glossary of Terms*.

Accounting Assistant 8 (Lead worker)

Prioritizes, schedules, and oversees assignments of lower level accounting assistants and others.

Provides assistance and training to program staff.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of accounting and bookkeeping terminology and practices.

Knowledge of the automated accounting system used in the work area.

Knowledge of spreadsheets and database software.

Knowledge of general record keeping and filing systems.

Knowledge of basic arithmetic.

Ability to understand and carry out instructions.

Ability to add, subtract, multiply, and divide arithmetical figures.

Ability to compare data from a variety of sources for accuracy and completeness.

Ability to operate standard office equipment such as personal computers and/or terminals, calculators, adding machines, typewriters, etc.

Ability to perform typing service as required.

Ability to work under stressful conditions.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Accounting Assistant E7 and 8

Knowledge of techniques used in locating errors.

Knowledge of office material and supply requirements.

Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.

Ability to reconcile and/or balance financial transactions and accounts.

Ability to interpret and apply the instructions and guidelines of the specific work area.

Ability to make decisions and take necessary actions.

Ability to compose routine correspondence and reports.

Ability to meet schedules and deadlines of the work area.

Ability to assist others in solving work problems.

Accounting Assistant 8 (Senior Worker)

Ability to perform the most complex and difficult assignments.

Accounting Assistant 8 (Lead Worker)

Ability to determine work priorities for the unit.

Ability to assign, coordinate, and evaluate the work of others.

Ability to train employees in their work.

Ability to adapt generalized instructions to the specific activities of the work area.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

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Experience

Accounting Assistant 5

No specific type or amount is required.

Accounting Assistant 6

One year of administrative support experience.

Accounting Assistant E7

Two years of administrative support experience, including one year equivalent to the Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

Accounting Assistant 8

Three years of administrative support experience, including two years equivalent to the Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

Alternative Education and Experience

Accounting Assistant 6

Possession of some post secondary education with not less than 6 semester or 9 term hours in accounting courses may be substituted for the Accounting Assistant 6 experience requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ACCTNGAST

Job Code Description

Accounting Assistant

Position Title

Accounting Assistant-E

Accounting Assistant-E

Accounting Assistant-A

Accounting Assistant-A

Position Code

ACCTASTE

ACCTASTE

ACCTASTA

ACCTASTA

Pay Schedule

W41-002

NERE-001

W41-009

NERE-004